



# REGULAR PUBLIC COUNCIL MEETING

November 24, 2025

Minutes of the Regular Public Meeting of Council held in the Council Chambers on November 24, 2025, commencing at 6:00 p.m.

Council Members Present	Staff Present
Mayor John Norman	Stephanie Lodge, CAO
Deputy Mayor Reginald Butler	Crystal Fudge, ECHO
Councillor Paul Ryan	Kirk Way, DEO
Councillor Stephen Chard	
Councillor Eliza Swyers	
Councillor Barry Randell	
Councillor Nicole Abbott	
Council Members Absent	Staff Absent

Mayor John Norman chaired the meeting.

## 25-147 Adoption of Agenda

Motion – Randell / Butler

Be it resolved that the agenda of the meeting held on November 24, 2025, be adopted as presented.

Question called. Motion carried.

*In Favour (7) – Norman, Butler, Ryan, Chard, Swyers, Randell, Abbott.*

*Opposed (0)*

## 25-148 Adoption of Minutes

Motion – Randell / Butler

Be it resolved that the minutes and the action report for the meeting held on October 27, 2025, be adopted as presented.

Question called. Motion carried.

*In Favour (7) – Norman, Butler, Ryan, Chard, Swyers, Randell, Abbott.*

*Opposed (0)*



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## Business Arising

- Councillor Randell asked for an update on the water study. CAO stated a meeting will be scheduled with CBCL after Christmas.
- Councillor Randell gave an update on the water tower. The Department of Transportation and Infrastructure has revised the town's original MCW approval for the water tower removal. The municipal contribution is now 25% (was 50%). There is no timeline on removal.
- Public auction of land is scheduled for December 17<sup>th</sup> (10:00 am) at the fire hall – Anyone who cannot attend in person can make alternate bidding arrangements with the Town Hall.

## Proclamations/Presentations/ Delegation

- None

## Committee Reports

### Privileged Meeting (November 24, 2025) – Presented by Mayor Norman

#### 25-149 Dump Attendant Position

Motion – Ryan / Butler

Be it resolved that management be given the authority to summarize what was discussed at the meeting with the Dump Attendant and the Union President.

Question called. Motion carried.

*In Favour (6) – Norman, Butler, Ryan, Chard, Swyers, Abbott.*

*Opposed (0)*

*Conflict (1) Councillor Randell asked Council if he was in conflict due to a personal relationship with the Dump Attendant. Council decided that a conflict is present.*

#### 25-150 Maternity leave position

Motion – Abbott/ Randell

Be it resolved to hire a unionized temporary 12-month maternity leave replacement for the Communications and Tourism Coordinator position.

Question called. Motion carried.

*In Favour (7) – Norman, Butler, Ryan, Chard, Swyers, Randell, Abbott.*

*Opposed (0)*

#### 25-151 141-145 Sebastian Drive

Motion – Randell/Chard

Be it resolved to proceed with the legal recommendation for this property.



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Question called. Motion carried.

*In Favour (7) – Norman, Butler, Ryan, Chard, Swyers, Randell, Abbott.*

*Opposed (0)*

## 25-152 39-43 Red Point Road

Motion – Randell / Butler

Be it resolved that the demolition permit for 39-43 Red Point Road be approved.

Question called.

Discussion: A discussion arose regarding the reasons as to why the demolition permit should be approved or denied. Councillor Randell stated that each demo permit should be considered on a case-by-case basis and his vote does not indicate that he is in favour of demolishing other heritage homes. Councillor Swyers stated that it is important to consider liability in this situation and the stress it has caused on the homeowner. Councillor Chard stated that residents should come before material things. Councillors Ryan, Abbott and Mayor Norman had concerns of the precedent that would be set by allowing this heritage demolition.

Motion carried.

*In Favour (4) – Randell, Butler, Chard, Swyers*

*Opposed (3) – Norman, Abbott, Ryan*

*Conflict (0) Deputy Mayor Butler asked Council if there was a conflict of interest due to a personal relationship. Council decided no conflict exists.*

## Executive Committee – Presented by Mayor Norman

## 25-153 118-120 Sebastian Drive Tax Sale

Motion – Abbott/Chard

Be it resolved that the property located at 118-120 Sebastian Drive remain on the public land auction to be held on December 17, 2025.

Discussion: A discussion arose regarding a resident applying to crown lands for ownership.

Question called. Motion carried.

*In Favour (5) – Norman, Ryan, Chard, Randell, Abbott*

*Opposed (2) – Swyers, Butler*

## 25-154 Executive Committee Report

Motion – Chard/ Abbott

Be it resolved that the items contained in the report dated November 17, 2025, be adopted as presented.

Question called. Motion carried.





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Discussion: Councillor Swyers stated it is important Council, and the public know and understand the regulations we have now and have round-table discussions to understand more. Mayor Norman stated public engagements were held for the new Town plan and residents had opportunities to provide feedback.

*In Favour (7) – Norman, Butler, Ryan, Chard, Swyers, Randell, Abbott.*

*Opposed (0)*

## Finance Committee – Presented by Councillor Abbott

### 25-155 Routine Expenditures

Motion –Randell / Chard

Be it resolved that routine expenditures for 2025/2026 are approved by Council and the authority to settle amounts outstanding is hereby awarded to the CAO.

Question called. Motion carried.

*In Favour (7) – Norman, Butler, Ryan, Chard, Swyers, Randell, Abbott.*

*Opposed (0)*

### 25-156 Bills for Approval

Motion – Ryan / Randell

Be it resolved that the invoices totaling \$51,897.23 be paid.

Question called. Motion carried.

*In Favour (7) – Norman, Butler, Ryan, Chard, Swyers, Randell, Abbott.*

*Opposed (0)*

### 25-157 Bills for Approval

Motion – Ryan / Randell

Be it resolved that the J.T Swyers invoices totaling \$2,077.32 be paid.

Question called. Motion carried.

*In Favour (6) – Norman, Butler, Ryan, Chard, Randell, Abbott.*

*Opposed (0)*

*In conflict (1) – Councillor Swyers declared a conflict of interest due to a private interest in J.T. Swyers Ltd.*

### 25-158 Expenditure Limits

Motion – Butler/ Ryan

Be it resolved to approve the expenditure limits for management and staff as identified in the Procurement Policy.

Question called. Motion carried.

*In Favour (7) – Norman, Butler, Ryan, Chard, Swyers, Randell, Abbott.*





# REGULAR PUBLIC COUNCIL MEETING

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*Opposed (0)*

## **Budget 2026**

A motion was not made to purchase a mini excavator. Deputy Mayor Butler questioned the necessity of his purchase. More information was requested.

## **25-159 Finance Committee Report**

Motion – Abbott/ Butler

Be it resolved that the items contained in the report dated November 13, 2025, be adopted as presented.

Question called. Motion carried.

*In Favour (7) – Norman, Butler, Ryan, Chard, Swyers, Randell, Abbott.*

*Opposed (0)*

## **Planning & Development Committee – Presented by Councillor Ryan**

## **25-160 Permit Applications**

Motion – Randell / Butler

Be it resolved that Management be given the authority to approve permit applications that meet the development regulations as identified in the Management/Council approval chart.

Question called. Motion carried.

Discussion: Councillor Chard wanted to confirm that any permit denied by management and brought forth to a councillor would be addressed by Council. It was confirmed that the permit in question would be brought to the Planning & Development Committee.

*In Favour (7) – Norman, Butler, Ryan, Chard, Swyers, Randell, Abbott.*

*Opposed (0)*

## **25-161 Planning & Development Committee Report**

Motion – Randell/Butler

Be it resolved that the items contained in the report dated October 28, 2025, be adopted as presented.

Question called. Motion carried.

*In Favour (7) – Norman, Butler, Ryan, Chard, Swyers, Randell, Abbott.*

*Opposed (0)*

## **Public Works Committee – Presented by Mayor Norman for Councillor Randell**

## **25-162 49-53 Abbott's Lane**

Motion – Ryan/ Abbott



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Be it resolved that the streetlight near 49-53 Abbott's Lane light the roadway.

Question called. Motion carried.

*In Favour (6) – Norman, Butler, Ryan, Swyers, Randell, Abbott.*

*Opposed (0)*

*In Conflict (1) – Councillor Chard declared a conflict of interest due to a personal relationship with the resident.*

## 25-163 Site Specific Safety Plan

Motion – Butler / Chard

Be it resolved that the Site-Specific Health and Safety Plan 2025-2026 be approved as presented by the DEO.

Question called. Motion carried.

*In Favour (7) – Norman, Butler, Ryan, Chard, Swyers, Randell, Abbott.*

*Opposed (0)*

## 25-164 Ice Control Materials

Motion – Randell/ Ryan

Be it Resolved that the following quantities of Ice Control Materials for the 2025-2026 winter season be purchased from the Department of Transportation and Infrastructure.

- 50 ton salt @ \$165.00/ton \$8,250.00
- 225 ton of mixture (75% sand and 25% salt) @ 101/ton \$22,725.00

Question called. Motion carried.

Discussion: Councillor Randell asked how this compared to last years' purchase. DEO stated this is half of the quantity purchased last year since there were materials left over from 2024/25 season.

*In Favour (7) – Norman, Butler, Ryan, Chard, Swyers, Randell, Abbott.*

*Opposed (0)*

## 25-165 Planning & Development Committee Report

Motion – Abbott/ Deputy Mayor

Be it resolved that the items contained in the report dated November 5, 2025, be adopted as presented.

Question called. Motion carried.

*In Favour (7) – Norman, Butler, Ryan, Chard, Swyers, Randell, Abbott.*

*Opposed (0)*

## Tourism Committee – Presented by Councillor Ryan

## 25-166 Student Job Funding



# REGULAR PUBLIC COUNCIL MEETING

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Motion –Butler/Chard

Be it resolved that ECHO applies for CSJ and SEPS programs when they become available and accept one application for student employment.

Question called. Motion carried.

*In Favour (7) – Norman, Butler, Ryan, Chard, Swyers, Randell, Abbott.*

*Opposed (0)*

## 25-167 Tourism Committee Report

Motion – Chard/ Randell

Be it resolved that the items contained in the report dated November 12, 2025, be adopted as presented.

Question called. Motion carried.

Discussion: Deputy Mayor Butler identified some issues with the Garrick Theatre that have been brought forth. Councillor Swyers suggested acronyms not be used in Committee Reports.

*In Favour (7) – Norman, Butler, Ryan, Chard, Swyers, Randell, Abbott.*

*Opposed (0)*

## New Business

- Mayor Norman gave an update from the Municipalities NL Conference. David Hiscock attended the UMC meeting on behalf of Council. He will summarize the meeting and report back to Mayor Norman.
- Councillor Randell gave an update from the Municipalities NL Conference (cyber security and wastewater treatment).
- Councillor Randell discussed the reinstatement of 24-hour snow clearing and how it is not in effect for the Bonavista Peninsula. He suggested the Town write a letter to the Minister.
- Deputy Mayor Butler discussed a Municipal Assessment Training Course that is offered for those who wanted to learn more about the assessment process. CAO will forward the link to Council.
- Councillor Swyers stated that when the building has been renovated, she will provide an update on the food bank.

## Notice of Motions - None

## Adjournment

25-168 Motion – Ryan / Randell

Be it resolved that the meeting adjourn.

Question called. Motion carried.

*In Favour (7) – Norman, Butler, Ryan, Chard, Swyers, Randell, Abbott.*





# REGULAR PUBLIC COUNCIL MEETING

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**November 24, 2025**

*Opposed (0)*

Next Regular Meeting: December 15, 2025 at 4:00.

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Stephanie Lodge, CAO/Clerk

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Mayor John Norman



## EXECUTIVE COMMITTEE REPORT

November 17, 2025 – 4:00 PM

Report of the Executive Meeting of Council held in the Council Chambers on November 17, 2025.

Council Members Present	Staff Present
Mayor John Norman	Stephanie Lodge, CAO
Councillor Nicole Abbott	Kirk Way, DEO
	Crystal Fudge, ECHO
Council Members Absent	Staff Absent
Deputy Mayor Butler	

Mayor Norman chaired the meeting.

### Business Arising from Previous Report

N/A

### Proclamations/Presentations/ Delegation

N/A

### New Business

1. *Dump Attendant Position PRIVILEGED*

**Recommendation:** To review options discussed for the Dump Attendant at the next regular meeting, in a privileged session.

**Required Motion:** Ratify any motions made in privileged meeting.

2. *Tourism & Communications – Maternity Leave PRIVILEGED*

**Recommendation:** To hire a temporary replacement providing the position aligns with the collective agreement.

**Required Motion:** Ratify any motions made in privileged meeting.



## EXECUTIVE COMMITTEE REPORT

**November 17, 2025 – 4:00 PM**

3. *118-120 Sebastian Drive Tax Sale (Councillor Swyers)*

The results of a title search indicate that the owner of this property is unknown. A resident has approached Councillor Swyers and indicated that they have applied or intend to apply to purchase the property through Crown Lands. Councillor Swyers has suggested that the property therefore be removed from the tax sale until there is further clarification. The Town hall has not been notified of a new owner and cannot change property ownership until legal documents are received. Motions have been passed for this tax sale and legal fees have been incurred. Tax sales are designed to give all interested parties an equal bidding opportunity. To alter the process for a single resident would signal preferential treatment.

**Recommendation:** Proceed with the tax sale as resolved on October 27, 2025

**Required Motion:** Be it resolved that the property located at 118-120 Sebastian Drive remain on the public land auction to be held on December 17, 2025.

4. *New Heritage By-Law*

**Recommendation:** As part of the update of all regulations/by-laws, Management will start with revising the heritage by-law.

**Required Motion:** N/A

5. *Correspondence: Vista Family Resource Centre*

Vista Family Resource Centre is currently located at 134 Confederation Drive but is in urgent need of a new location to continue providing services to families. The Town currently does not have any space available to offer.

**Recommendation:** N/A

**Required Motion:** N/A

6. *Live Streaming (Councillor Swyers)*

**Recommendation:** Council to revisit live-streaming meetings once the standing committee structure is functional.

**Required Motion:** N/A





## EXECUTIVE COMMITTEE REPORT

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**November 17, 2025 – 4:00 PM**

**7. *Taping/recording Council meetings (Councillor Swyers)***

Councillor Swyers has asked Council to consider allowing the recording of meetings for accuracy. The recordings will be used to verify “who said what” and what the intent was and to identify misinterpretations. The Committee discussed meeting minutes and how these are the official record of a Council meeting and agreed that a recording would not be necessary.

**Recommendation:** Do not allow recordings of meetings.

**Required Motion:** N/A

**Adjournment**

**Required Motion:** Be it resolved that the items contained in the report dated November 17, 2025, be adopted as presented.



## FINANCE COMMITTEE REPORT

November 13, 2025 – 4:00 PM

Report of the Finance Meeting of Council held in the Council Chambers on November 13, 2025.

Council Members Present	Staff Present
Mayor John Norman	Stephanie Lodge, CAO
Councillor Nicole Abbott	
Councillor Barry Randell	
Council Members Absent	Staff Absent

Councillor Abbott chaired the meeting.

Business Arising from Previous Report - N/A

Proclamations/Presentations/ Delegation - N/A

### New Business

1. *Ronald McDonald Donation*

**Recommendation:** The Town donated \$500.00 to this charity in April 2025, therefore it is recommended not to participate in this fundraiser.

**Required Motion:** N/A

2. *Routine Expenditures*

The procedure for paying routine expenditures such as heat and light, telephone, pest control, etc. was discussed.

**Recommendation:** Routine expenditures which are under the expenditure limit of the CAO will not be included in invoices for approval but will be included in the Cheque Register which is tabled for the approval of the Council.



## FINANCE COMMITTEE REPORT

**November 13, 2025 – 4:00 PM**

**Required Motion:** Be it resolved that routine expenditures for 2025/2026 are approved by Council and the authority to settle amounts outstanding is hereby awarded to the CAO.

### 3. *Bills for approval*

A list of bills for approval to pay was presented. It was noted that going forward, any invoices that are under the expenditure limit of the CAO will be paid and then the cheque register will be reviewed by the Committee and approved by Council. Any invoices exceeding the limit will be reviewed by the Committee and paid once approved by Council.

**Recommendation:** To approve the list of bills for approval.

**Required Motion:**

- Be it resolved that the invoices totaling \$51,897.23 be paid.
- Be it resolved that the J.T Swyers invoices totaling \$2,077.32 be paid.

### 4. *Expenditure Limits*

The following expenditure limits for Management is identified in the Town's Procurement Policy:

- Chief Administrative Officer – Up to \$20,000
- Department Head – Up to \$10,000
- Staff – Up to \$1,000

**Recommendation:** Approve expenditure limits.

**Required Motion:** Be it resolved to approve the expenditure limits for management and staff as identified in the Procurement Policy

### 5. *Fire Department Correspondence (Deputy Mayor Butler)*

A request for Fire Chief remuneration that is equal to that of a Councillor was received.

**Recommendation:** Arrange a meeting with Fire Department members to discuss this request, as well as other financial items that should be discussed before finalizing the budget.

**Required Motion:** N/A

### 6. *Budget 2026*

CAO reviewed 2025 budget with the Committee and a discussion of 2026 expenditures/revenues arose.

**Recommendation(s):**

- Arrange a meeting with Fire Department to discuss the purchase of a new pickup truck.





## FINANCE COMMITTEE REPORT

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**November 13, 2025 – 4:00 PM**

- Include the purchase of a new mini excavator for the Public Works Department in the 2026 budget
- Arrange a meeting with OCI to discuss the current property and water tax agreements.

**Required Motion:** Be it resolved that the Town of Bonavista request an approval to borrow from the Department of Municipal and Community Affairs in the amount of \$112,112 for the purchase of a mini excavator, for a term of 5 years, amortization period of 10 years with RBC Royal Bank. The interest rate will be 4.99% with a fixed yearly payment of \$21,188.58.

### **Adjournment**

**Required Motion:** Be it resolved that the items contained in the report dated November 13, 2025, be adopted as presented.

**Town of Bonavista**  
**Bills Presented for Approval**  
**Council Meeting**  
**November 24, 2025**

	Vendor	Department	Description	Amount
1	Wolseley	Water & Sewer	Equip. Repair	2,943.01
2	Dicks & Company	Office	Supplies	209.84
3	Bell Aliant	Water & Sewer	September Phone Bill	393.67
4	Bell Aliant	Museum	September Phone Bill	109.33
5	Bell Aliant	Fire	September Phone Bill	100.60
6	Bell Aliant	Fire	September Phone Bill	110.25
7	Modern Business Equipment	Office	Ink	333.43
8	ABC Recreation Ltd.	Recreation	Splashpad Part	1,193.34
9	Quality Hotel & Suites	Office Other	Hotel Room - PMA Convention	322.00
10	Horizon Hotel	Roads	Hotel Room - CPWA Convention	583.05
11	Crewe's Garage	Roads	Dump Truck Repairs	4,562.89
12	Crewe's Garage	Roads	September Gas Charges	958.85
13	Kathy Hadley Roberts	Museum	Travel Exp. Museum Workshop	508.80
14	Parts for Trucks	Roads	O Rings	86.02
15	Horizon Hotel	Water & Sewer	Hotel Room- CPWA Convention	583.05
16	Godaddy	Office Other	Renewal	161.06
17	Marsh's Taxi	Roads	Delivery	69.00
18	Orkin	Office Other	Legacy-Monthly Pest Control	235.41
19	Orkin	Office Other	Monthly Pest Control	695.15
20	Orkin	Office Other	Monthly Orkin Aire	24.15
21	Dicks & Company	Office Other	Supplies	39.09
22	Dicks & Company	Office Other	Office Supplies	281.66
23	Kirk Way	Public Works	Mileage for October	244.80
24	Perry Chaulk	Office Other	Janitorial Services for October 2025	750.00
25	Wolseley	Water & Sewer	Pipes	1,086.42
26	Mercer's Marine	Fire	Equipment	199.00
27	Toromont	Roads	Parts	2,894.81
28	P.K's Resturant	Roads	Meals for employees - water leak	130.70
29	Grace Phillips	Office	Mileage October	61.20
30	Irving Oil Limited	Water & Sewer	Fuel	482.78
31	Wix	Office Other	Website	126.96
32	Lawtons Home Healthcare	Stadium	Repairs to elevator	5,515.35
33	WINDCO Enterprises Ltd.	Office Other	Flags	410.21
34	Sandra O'Connor	Museum	Travel Exp. Museum Workshop	202.00
35	Battlefield	Roads	Equipment	505.89
36	The Royal Canadian Legion	Office Other	Donation	510.00
37	Ellis Gas & Convenience Ltd	Fire	Fuel	163.50
38	Raymond Guy & Sons Ltd	Water & Sewer	Oct 2025 Deliveries	451.23
39	Newfoundland Power	Street Lights	Street Lights Oct 2025	10,498.27
40	Discovery Trail GSAR	Office Other - Cruise Ships	Security for Cruise Ships	1,000.00
41	Matthew Legacy	Office Other - Cruise Ships	Le Boreal Cruise Ship Admission	264.00
42	Kids Eat Smart Radiothon 2025	Office Other - Cruise Ships	Donation	500.00
43	Mercer's Marine	Roads	Overalls	128.98
44	Modern Paving Limited	Roads	Asphalt Cold Mix	1,092.50
45	C & C Distributors	Misc	Fuel	23.00
46	Sansom Equipment Ltd	Water & Sewer	Annual Maintenance	1,289.33
47	Sansom Equipment Ltd	Water & Sewer	WTP Annual Maintenance	1,376.48
48	HP Canada	Office	Docking Station	205.85
49	Amazon	Office Other	Track System/Christmas Lights	1256.13
50	Amaon	Office Other	Christmas Lights	993.58

51	Orkin	Office Other	Monthly Pest Control	24.15
52	Canada Post	Office Other	Tourism Tax Package Extra postage	36.11
53	Foodland	Office Other	Supplies	241.84
54	Meridian Engineering Inc.	Office Other	Cap works application	747.50
55	Boyce Tech.	Office	Computers	1,508.51
56	Bonavista Cabs	Water & Sewer	EMCO Delivery	28.75
57	Bonavista Print Studio	Roads	Signs	1,621.50
58	Fire House Service And Supply	Fire	Ladder Testing	822.25

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**51,897.23**

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Town of Bonavista  
Bills Presented for Approval  
Council Meeting  
November 24, 2025

	Vendor	Department	Description	Amount
1	JT Swyers	Misc.	September Statement	2,077.32
				<b>2,077.32</b>



## PLANNING & DEVELOPMENT REPORT

OCTOBER 28, 2025 – 4:00 PM

Report of the Planning and Development Committee Meeting held in the Council Chambers on October 28, 2025.

Council Members Present	Staff Present
Mayor John Norman	Stephanie Lodge, CAO
Councillor Paul Ryan	Crystal Fudge, ECHO
Council Members Absent	Staff Absent
Councillor Abbott	

Councillor Ryan chaired the meeting.

### Business Arising from Previous Report

N/A

### Proclamations/Presentations/ Delegation

N/A

### New Business

#### 1. *Permit Applications*

A chart was reviewed which recommends which permit applications are to be submitted to Council or Management for review and approval.

**Recommendation:** To approve the permit applications recommendations chart as presented to the Committee.

**Required Motion:** Be it resolved that Management be given the authority to approve permit applications that meet the development regulations as identified in the Management/Council approval chart.



## PLANNING & DEVELOPMENT REPORT

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OCTOBER 28, 2025 – 4:00 PM

2. *141-145 Sebastian Drive PRIVILEGED*

**Recommendation:** To follow the advice of legal counsel.

**Required Motion:** Ratify any motions made in privileged meeting.

3. *39-43 Red Point Road PRIVILEGED*

**Recommendation:** To discuss options with the Heritage Advisory Committee and discuss in a privileged meeting at the next Council meeting.

**Required Motion:** Ratify any motions made in privileged meeting.

**Adjournment**

**Required Motion:** Be it resolved that the items contained in the report dated October 28, 2025, be adopted as presented.



## PUBLIC WORKS COMMITTEE REPORT

November 05, 2025 – 4:00 PM

Report of the Public Works Meeting of Council held in the Council Chambers on November 05, 2025.

Council Members Present	Staff Present
Mayor John Norman	Stephanie Lodge, CAO
Deputy Mayor Reg Butler	Kirk Way, DEO
Councillor Stephen Chard	
Council Members Absent	Staff Absent
Councillor Barry Randell	

Mayor Norman chaired the meeting.

### Business Arising from Previous Report

N/A

### Proclamations/Presentations/ Delegation

#### *Englobe: Bonavista January 2025 Storm Surge - Concept Design Discussion*

As a result of the January 2024 storm surge, the Town was awarded \$606,683.88 under the NL Disaster Financial Assistance Program for damaged sections of sea fence along Long Beach Road and Swyers' Beach. The Committee had a virtual meeting with project engineers, Englobe Corp. who presented their concept design for this project. Mayor Norman had concerns with their suggestion to replace the existing sea fence with amour stone along Long Beach.

**Recommendation:** Schedule another meeting with Englobe once they have revised the design to a hybrid approach (sea fence along Long Beach and armor stone along Swyers' Beach).

**Required Motion:** N/A

### New Business

#### 1. 58 Bakers Marsh Road

The Committee reviewed pictures of pooling water during significant rainfall in the front yard of this property.

**Recommendation:** DEO to explore drainage options and report back to Committee.





## PUBLIC WORKS COMMITTEE REPORT

November 05, 2025 – 4:00 PM

**Required Motion: N/A**

2. *93 Red Point Road*

The Committee reviewed pictures of deterioration of the retaining wall at this property.

**Recommendation:** DEO to obtain a cost estimate to replace wall and report back to Committee.

**Required Motion: N/A**

3. *49-53 Abbott's Lane*

The streetlight near this property is paid for by the Town and was lighting up the property instead of the road. DEO contacted NL Power to rotate the light in the correct direction. Property owner is requesting it be rotated back the way it was. Mayor Norman recommended leaving the light in its current direction, to light up the road. Deputy Mayor Butler suggested reverting this issue to Council at the next regular meeting. A recommendation was not agreed upon at the committee level.

**Recommendation: N/A**

**Required Motion:** Be it resolved that the streetlight near 49-53 Abbott's Lane be turned to light the roadway (or the property).

4. *Site Specific Safety Plan*

Document was presented by DEO. This plan must be approved by TI before picking up ice control materials for the winter season.

**Recommendation:** Approve the site-specific plan and the purchase of ice control materials.

**Required Motion(s):**

- Be it resolved that the Site-Specific Health and Safety Plan 2025-2026 be approved as presented by the DEO.
- Be it Resolved that the following quantities of Ice Control Materials for the 2025-2026 winter season be purchased from the Department of Transportation and Infrastructure.
  - 50 ton salt @ \$165.00/ton \$8,250.00
  - 225 ton of mixture (75% sand and 25% salt) @ 101/ton \$22,725.00

### **Adjournment**

**Required Motion:** Be it resolved that the items contained in the report dated November 5, 2025, be adopted as presented.



## TOURISM & CULTURE COMMITTEE REPORT

November 12, 2025 – 4:00 PM

Report of the Tourism and Culture Committee Meeting of Council held in the Council Chambers on November 12, 2025.

Council Members Present	Staff Present
Mayor John Norman	Crystal Fudge, ECHO
Deputy Mayor Reginald Butler	
Councillor Paul Ryan	
Council Members Absent	Staff Absent

Councillor Paul Ryan chaired the meeting.

### Business Arising

N/A

### Proclamations/Presentations/ Delegation

1. None

### New Business

#### **1. Cruise Ship Update 2026**

An update was presented by ECHO on the upcoming cruise season. The Town is now a member of CruiseNL, which is actively promoting Bonavista as a niche destination port.

**Recommendation:** N/A

**Required Motion(s):** N/A

#### **2. ACOA proposal for tourism market readiness**

ECHO met with an ACOA representative to discuss potential funding opportunities for market readiness initiatives and tourism facility improvements. These gaps were identified through several meetings with CruiseNL and other Newfoundland niche cruise ports for future cruise passengers and



## TOURISM & CULTURE COMMITTEE REPORT

November 12, 2025 – 4:00 PM

other seasonal visitors to the community. ACOA was receptive to the idea of submitting a proposal to support new and existing businesses in becoming market-ready, as well as to address the need for seasonal public washrooms. ECHO would like to further discuss this proposal with the BTRCC and STAR initiatives to ensure that the town is complementing their current initiatives and not overlapping.

**Recommendation:** ECHO to set up a meeting with the Committee and ACOA to further discuss this opportunity and what options there are for the project, as well as the percentage the town would be required to contribute.

**Required Motion(s):** N/A

### 3. Tourism levy

ECHO provided an update on the upcoming Tourism Accommodation Tax. The Tourism and Communications Coordinator is currently meeting individually with businesses that have questions about the new tax. Implementation remains on schedule for **January 2026**.

**Recommendation:** N/A

**Required Motion(s):** N/A

### 4. Bonavista Museum update & student job funding

The Museum reported an increase in visitation for 2025, with a total of 9,315 visitors, up from 6,767 in 2024.

The Canada Summer Jobs (CSJ) program is now open for applications, while the Summer Employment Program (SEPS) has not yet opened. The Museum typically applies for one summer student position under both programs and proceeds with the program that receives funding first.

**Recommendation:** Apply for the CSJ funding now and the SEPS when it becomes available.

**Required Motion(s):** Be it resolved that ECHO applies for CSJ and SEPS programs when they become available and accept one application for student employment.



## TOURISM & CULTURE COMMITTEE REPORT

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**November 12, 2025 – 4:00 PM**

### **5. Garrick Theatre**

In early 2025, Council met with the Bonavista Historic Townscape Foundation to discuss the Garrick Theatre and its operations. The Committee plans to continue its annual meeting in early 2026 with the BHTF to review the past year and discuss operations and plans for the upcoming year.

**Recommendation:** Schedule a meeting with the board of the BHTF to review 2025 and discuss operations and plans for the upcoming year.

**Required Motion(s):** N/A

### **Adjournment**

**Required Motion:** Be it resolved that the items contained in the report dated November 12, 2025, be adopted as presented.